# expense | monthly tracking report

claimant | Church, Susan

position | Deputy Chief Superintendent

level | Superintendent

reporting period | March 1 to April 30, 2015

date of report | June-12-15



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
CASS Zone 5 Meeting, Strathmore, Alberta, February 27, 2015	03/04/2015	Mileage	\$60.00	travel	BUS mileage
CASS/Alberta Education Annual Learning Conference, Edmonton, Alberta March 11-13, 2015	02/17/2015	Registration	\$341.25	travel	BUS general
CASS/Alberta Education Annual Learning Conference, Edmonton, Alberta March 11-13, 2015	03/11/2015	Meal	\$31.30	travel	BUS food/non alcoholic beverage
CASS/Alberta Education Annual Learning Conference, Edmonton, Alberta March 11-13, 2015	03/12/2015	Meal	\$9.60	travel	BUS food/non alcoholic beverage
CASS/Alberta Education Annual Learning Conference, Edmonton, Alberta March 11-13, 2015	03/12/2015	Meal	\$33.81	travel	BUS food/non alcoholic beverage
CASS/Alberta Education Annual Learning Conference, Edmonton, Alberta March 11-13, 2015	03/13/2015	Accommodation	\$390.70	travel	BUS accommodation
CASS/Alberta Education Annual Learning Conference, Edmonton, Alberta March 11-13, 2015	03/18/2015	Mileage	\$300.00	travel	BUS mileage
Cell phone	03/17/2015	monthly service plan	\$28.48	other disclosed	telecom/cell phone
Calgary Chamber of Commerce - Alberta 2015 Budget Event	03/20/2015	Event fee	\$82.95	other disclosed	BUS general
Cell phone	04/17/2015	monthly service plan	\$92.86	other disclosed	telecom/cell phone





• . 14

Kilometre Travel Log ( - - - -

Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

Section 1: Yo	our Employee Infor	mation			To be completed	by Employee
Employee ID	:*	First Name:*	Susan	Last Name:*	Church	
Section 2: Tr	ip Details:				To be completed	by Employee
Record the date	e, purpose, beginning	and ending location	ons, and distance of each t			
Date DD-MM-YY	Purpose	for Trip	Trip Starts From	n Tr	ip Ends At	Distance in km
27-02-2015	CASS Zone	5 Meeting	Calgary		Strathmore	120 (return)
	·	· · · · · · · · · · · · · · · · · · ·				
		······································				
·						
		•				
The total week	y km must be entere	d into the timesh			otal Kilometres	120
Section 3:				To be co		
The approver m	ust create a PDF copy	of the completed	Travel Log and send to: ct			
Employee Signature:*	_		Time Approver Na			
Employee Phor			Time Approver Si	gnature:		
Date DD-MM-YY:	• •			Date	DD-MM-YY:*	.16/15
Personal information management of personal	is collected under the author onnel and for the delivery of	rity of Alberta's <i>Freedo</i> various Human Resou	m of Informatic		is information will be use	

protection provisions of FOIP. If you have any questions about the FOIP Act, please at and/or the use of the information, please contact the Employee Contact Centre at 1-87

toip. If you have any questions about this form



Kilometre Travel Log Revision Date: 2013/10/03 Page 1 of 2



Northwest

RegionalNorthwest Regional Learning Consortium<br/>9625 Prairie Road<br/>Grande Prairie, T8V 6G5ConsortiumAlberta, Canada<br/>(780) 882-7988<br/>(780) 882-7908for Students'(780) 882-7908<br/>Sake

### Purchasing Information:

E-mail Address:

Billing Address: CALGARY BOARD OF EDUCATION SUSAN CHURCH CALGARY BOARD OF EDUCATION 1221 - 8 STREET SW CALGARY, T2R 0L4 ALBERTA, CANADA

Billing Phone: 403-817-

Registration Grand Total: \$341.25

Payment Method: Check

**Registration Summary:** 

Invoice #:

Registration Date:	02/17/2015 - 15:08
Registrations Subtotal:	\$341.25

Total for this registration: \$341.25

#### Registrations:

1 x Two day registration plus GST (\$341.25) - \$341.25 SKU:

Course Date/Time: March 11, 2015 - 6:00pm To March 13, 2015 - 3:00pm Location: Double Tree by Hilton, 16615-109 Ave NW, Edmonton, AB,

Special Dietary Needs:

## 1 x Complimentary Presidents Reception, Wednesday, March 11 - \$0.00 SKU: '

Course Date/Time: March 11, 2015 - 6:00pm To March 11, 2015 - 10:30pm Location: Double Tree by Hilton, 16615-109 Ave NW, Edmonton, AB,

Special Dietary Needs:

Print invoice Close window

DOUBLETREE

Room No: Arrival Date:

Aduit/Child:

Cashler ID:

Room Rate:

AL: HH # VAT# Follo No/Cha

DOUBLETREE WEST EDMONTON 16615 109TH AVE NORTH WEST WEST EDMONTON, AB TSP4K8 Canada TELEPHONE 780-484-0821 • FAX 780-488-1634 Reservations www.hilton.com or 1 800 HILTONS 3/11/2015 4:38:00 PM Departure Date: 3/13/2015 9:27:00 AM

CHURCH, SUSAN

1221 - 8 STREET SW

CALGARY AB T2R014 CANADA

1/0 174.00

Confirmation Number:

DOUBLETREE WEST EDMONTON 3/13/2015 9:27:00 AM

DATE	DESCRIPTION	Cashler (D	Transaction	GUEST	CREDIT	BALANCE
2/44/00/0			ED	CHARGES		
3/11/2015	STAGES KITCHEN DINNER	LINTR		\$28.00		
3/11/2015	F&B GST	LINTR		\$1.30		
3/11/2015	STAGES TIP	LINTR		\$4.00		
3/11/2015	GUEST ROOM	PPAN		\$174.00		
3/11/2015	AB TOURISM LEVY	PPAN		\$7.17		
3/11/2015	DMF	PPAN				
3/11/2015	GST	PPAN		\$5.22		
3/12/2015	STAGES KITCHEN LUNCH			\$8.56		
3/12/2015	F&B GST	LINTR		\$8.00		
3/12/2015	STAGES TIP	LINTR		\$0.40		
3/12/2015		LINTR		\$1.20		
	GUEST ROOM	Rapa		\$174.00		
3/12/2015	AB TOURISM LEVY	RAPA		\$7.17		
3/12/2015	DMF	RAPA		\$5.22		
12/2015	GST	RAPA		\$8.96		-
13/2015	MC	CHPA		90.50	(\$431.60)	
			·····		$\subset$	\$0.00

You have earned approximately 3088 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkeut. To check your earnings or book your next stay at more than 3,800

Thank you for choosing Doubletreel Come back soon to enjoy our warm chocolate chip cookies and relaxed hospitality. For your next trip visit us at doubletree.com for our best available rates!

\$31.30 meal 9.60 meal 390.70 accompdation \$431.60

§ 31.30 no receipt (on hotel bill) Stepes kitchen Dinnen F+B GST + TIP

\$9,00 no recept (on Liteldill) Stages Kitchen Winch FYB GET + TIP

÷

	•			
Check Table	************ 8 8 3 	DA TI	TE 3/ Me 7	****** /12/15 /:43PM
	DINING	: Nick Sh		
SEAT#	ITEMS ORDERI	Đ		AMOUNT
3	BBQ PORK RIE TABLE BREAD	is 4PCS		28.00 0.00
		SUBTOTAL GST		28.00 1.40
			-	29,40
		TOTAL		29.40
******	********	*******	****	*****
SL	JBTOTAL GS1			.00 .40
TO	TAL DUE		29	.40
R	Thank you Steakhouse Restaurant Review your e www.KegFee	& Bar - We # 214 xperience dback.com	st Ed at	ionton
	and receive WIN a \$100		0	

٠

.

.

· .

•

\* See www.kegfeedback.com for complete contest rules

G.S.T. # R122833890

FEG #214 West Edmoston 9960 170th Street Edmoston, nB TST 6L8 780-414-1114 14 TRANSACTION RECORD 11 Tran. #1

LUNG PLANSIN

Check S: Employee ... Employee Name: Hick Sh NasterCard Purchase HID:

> Anount \$29.40 TIP \$4.41 TOTAL CAD\$33.81

00.001 L.

TURI 0000008000 [5]: E800

> Customes Copy Tiinhk you Come maala





Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, and then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

Kilometre Travel Log

Section 1: Your Employee Information To be completed by Employee									
Employee ID	):*		First Name:*	Susar	1	Last	Name:*	Church	
Section 2: Ti	rip Detail	s:		1				To be complet	ed by Employee
Record the dat	e, purpose	, beginning	and ending locati	ons, and	d distance of each ti	ip on a	separate i	ow.	
Date DD-MM-YY		Purpose	for Trip		Trip Starts From	1	Tri	ip Ends At	Distance in km
11-03-15	CASS/A	berta Education	Learning Symposium	•   · · ·	Calgary		Edr	nonton (return)	600
		<u>.                                    </u>							
						<u>_</u>	<u> </u>		
	·			_					
								·····	
						<u></u>	· · ·	· · · · · · · · · · · · · · · · · · ·	
					· · · · ·			<u> </u>	
			ed into the times	sheet in	PeopleSoft.		Total Kil	ometres	600
PeopleSoft Til							1		
Combo Code	entered in	to PeopleS	oft	-		<b>T</b>	l		
Section 3:					I as and conditor a	To be			
The approver n Employee	nus			<u>-</u>	Log and send to: <u>c</u> Time Approver N				
Signature:*	<u> </u>			Ĵ					
Employee Pho	<b></b>				Time Approver S	ignatu	re:"		
Date DD-MM-YY	:* 17-	03-15	Time App Phone:*	rover			Date	DD-MM-YY:* C	May 18/15
management of per protection provision	rsonnel and for the sof FOIP. If	or the delivery c you have any q	ority of Alberta's Freed of various Human Resc uestions about the FO t the Employee Contact	ources pro IP Act, ple		rd of Edu	cation. It will	his information will b be treated in accord bu have any question	ance with the privacy
Kilometre Travel Log Revision Date: 2015/0 Page 1 of 2	03/05								*HR-B231-01*



.....

.

Mobile 403 ( Bill Date: March 17, 2015 SUSAN CHURCH Mobile Ref. Office Chief Superintendant Account # . Next Bill Date: April 17, 2015

1100of 1859

## CURRENT CHARGES for .

Monthly chai	ges billed to Apr 16, 2015				FOR YOUR INFORMAT	10N
Corporate Share	plan 30-10 36M		\$30.00		Discount Summary	
less 33.33	% Promotional Discount		-10.00	20.00	Total discounts	\$89.50
Inciudes:	2 Mar 0-11				Total this month	\$89,50
inciudes;	3 Way Calling				Usage Summary	min:sec
	Call Forwarding				Weekday	81:07
250 Antilina mi	Call Waiting				Weekend	4:50
250 Anytime mi Alberte Governn				0.00 0.44	Total time used	85:57
Bell to Bell Callin			\$10.00	0.44	Event Summary	
	0% Promotional Discount		10.00	0.00	Total Events	- 26
				0.00	Total this month	\$0.00
•	e Unimtd. Nights & Wknds		\$10.00		Packet Plan Usage Su	· · ·
less 100.01	1% Promotional Discount			0.00	Total megabytes	4,8322
<b>Sharing Feature</b>			\$5.00		Total this month	\$0.00
less 70.009	6 Promotional Discount		-3.50	1.50		• • • •
Travel text saver			\$10.00			
	% Promotional Discount		-10.00	0.00		
				0.00		
	& Call Display Bundle		\$12.00			
1888 100,00	% Promotional Discount		12.00	0.00		
6pm to 8pm Call	ng		\$7.00			
less 100.00	% Promotional Discount			0.00		
Can-Can/US Text	- Unlimited		\$15.00			
less 100.00	% Promotional Discount		-15.00	0.00		
Includes:	Picture Messaging					
	Image Messaging					
	Incl. Messages					
	Unlimited Incoming Mess	9666				
\$1/MB US Data	Cumunica meaning 14633	ofice	\$10.00			
	% Promotional Discount		-10.00	0.00		
US Roaming \$0.2				0.00		
				v.uv		
Other charges		May 47 -				
Email& Internet B	•	Mar 17 to	•••••			
iess 33.33%	5 Promotional Discount		-2.00	4.00		

Mobile Bill Date: March 17, 2015 SUSAN CHURCH Mobile Ref. ! Office Chief Superintendant

.

٠

Account # Next Bill Date: April 17, 2015

.

1101of 1859

~

**,** .

Office Chief Superintendant

ø

•

CURRENT CHARGES	or (contin	ved)
Usage and long distance		
250 Anytime minutes Local Calling		
@\$.00/minute	42:07 min;sec	0.00
Email@ Internet BlackBerry 1GB Da	ta Usage	
@\$.00MB	4.8322 MB	0.00
<b>Business Anytime Untmtd. Nights</b>	& Wknds Unlimited Usage	
@\$.00/minute	4:50 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell N	lobility to Bell Mobility	
@\$.00/minute	39:00 min:sec	0.00
Free Bell Message	2 events	0.00
Travel text saver Unlimited Incomi	ng Messages	
	14 events	0.00
Can-Can/US Text - Unlimited Incl.	Messages	
	10 events	0.00
Long distance		1.19
Taxes		
GST		1.35
Total current charges		\$28.48

₹; \*\*

.



.

.

•

.

.

.

.

.

·

•...-

---- .

.....

. .

Mobile 4 Bill Date: March 17, 2015 ITEMIZED LONG DISTANCE CALLS			Account # Next Bill Date: April 17, 2015			110	2of 185				
no,	datə	time	(урө	from	 10		number called	minsec	rate	long dist.	total
	Thu Mar 12 Fri Mar 13	10:00 14:53		EDMONTON	CALGARY	AB AB		6:00 11:00	0.00 0.00	0.42 0.77	0.42
							Total usage				0.00
							Total long di	stance			1.19
							Subtotal			······································	\$1.19

Tetal

.

\$1.19

# **Calgary Chamber of Commerce**

# Thank you for registering for <u>Finance Minister Robin Campbell:</u> <u>Alberta's 2015 budget</u>

3/30/2015 11:30 AM - 1:30 PM Hyatt Regency Calgary 700 Centre St SE Calgary, AB T2G 5P6

Thank you for registering to hear Finance Minister Robin Campbell present the 2015 Provincial budget to the Calgary Chamber. We look forward to seeing you on Monday, March30th at the Hyatt Regency Hotel, from 11:30 am - 1:30 pm for one of the most important budget discussions in decades.

## Below are the details of your registration.

Sign Up Date: 3/12/2015

Sign Up Information:

Calgary Board Of Education

Registration Item	Confirmation #	Quantity	Price
Member ticket		7	\$553.00
Attendees:	Bill Brunton		
		Sub-Total	\$553.00
1 person	@ \$82,95	Taxes	\$27.65
		Total	\$580.65
		Amount Paid	\$580.65
		Amount Due	\$0.00

1



------

Mobile Bill Date: April 17, 2015 SUSAN CHUP~" Mobile Ref. Office Chief Superintendant Account # Next Bill Date: May 17, 2015

1121of 1917

## **CURRENT CHARGES** for

Corporate Share	<b>rges</b> billed to May 16, 2015 9 plan 30-10 36M % Promotional Discount	\$30.00 -10.00	20.00	FOR Dise
Includes:	3 Way Calling Call Forwarding Call Waiting		20100	Teta Usa Wee
250 Anytime mi			0.00	Tota
Alberta Governn			0.44	Eve
BB email∬ 1G	B North America	\$55.00		Total
less 36.36	% Promotional Discount	-20.00	35.00	Total
Bell to Bell Callir	ng 10 - Mob	\$10.00		Paci
	0% Promotional Discount	-10.00	0.00	Total
Business Anytim	ie Unimtd. Nights & Wknds	\$10.00		Total
	0% Promotional Discount	-10.00	0.00	
Sharing Feature		\$5.00		
•	% Promotional Discount	-3.50	1.50	
			1100	
Travel text saver	D% Promotional Discount	\$10.00 10.00	0.00	
			0.00	
-	e & Call Display Bundle	\$12.00		
iess Tuu.u	0% Promotional Discount	-12.00	0.00	
6pm to 8pm Call		\$7.00		
less 100.01	0% Promotional Discount	-7.00	0.00	
Can-Can/US Tex	t - Unlimited	\$15.00		
less 100.01	0% Promotional Discount	-15.00	0.00	
Includes:	Picture Messaging Image Messaging Incl. Messages Unlimited Incoming Messages			
\$1/MB US Data	Annual montanti Micoodiloo	\$10.00		
	% Promotional Discount	-10.00	0.00	
US Roaming \$0.1	25/min		0.00	
Other charges	s and credits			
	e Processing Fee	\$15.00		
less Accou		-15.00	0.00	

YOUR INFORMATION ... count Summary discounts \$125.50 al this month \$125.50 ge Summary min:sec 88:49 kday 88:49 l time used nt Summary Events 13 \$0.00 this month ket Plan Usage Summary 493.7516 megabytes \$0.00 this month

Mobile Bill Date: April 17, 2015 SUSAN CHURCH Mobile Ref. Office Chier Superintendant

.

.

.

.

Account # Next Bill Date: May 17, 2015

.

1122of 1917

.

## CURRENT CHARGES for

•

... •

\_ · · · • - - -

- - ---

BB email∬ 1GB North America less 36.36% Promotional Discount	Mar 20 to Apr 16	\$49.50 <u>-18.00</u> 31.50
Usage and long distance		
250 Anytime minutes Local Calling		
@\$.00/minute	13:44 min:sec	0.00
BB email∬ 1GB North America Data Us	age	
@\$.00/MB	492.6675 MB	0.00
Email& Internet BlackBerry 1GB Data Usag	je	
@\$.00MB	1.0841 MB	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	2:05 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	73:00 min:sec	0.00
Text message	12 events	0.00
Travel text saver Unlimited Incoming Messages		
	1 event	0.00
Taxes		
GST		4.42
Total current charges	****	\$92.86